

MONROE COUNTY

JOB DESCRIPTION

Position Title: Affordable Housing Coordinator (Ombudsman)

Date: 8/9/2006

Position Level: 11

FLSA Status:

Class Code:

GENERAL DESCRIPTION

This is complex administrative and technical work coordinating, facilitating and expediting county government response to public and/or private sector and other government initiatives concerning creating and preserving affordable, employee and/or workforce housing (together "Affordable Housing"). This position is assigned organizationally to the Housing and Community Development Division.

KEY RESPONSIBILITIES

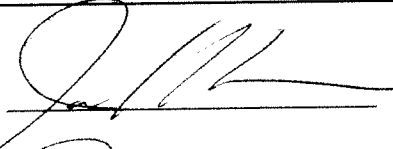
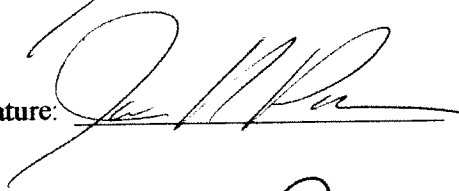

1. *Assist residents, developers and agencies in the preparation and/or review of applications for development approval for Affordable Housing and coordinate processes for expediting Affordable Housing development.
2. *Prepare staff reports for expediting review of Conditional Use permits for Affordable Housing projects.
3. *Research, recommend and prepare amendments and/or updates to the Comprehensive Plan and Land Development Regulations relating to Affordable Housing.
4. Assist long-range planning programs for housing; draft amendments, including vision statement and goals and objectives, and coordinate Affordable Housing element of Comprehensive Plan.
5. *Prepare technical reports and studies and implementation materials as directed by the Division Director for the Board of County Commissioners.
6. *Prepare applications for Land Use District Map and the Future Land Use Map amendments as needed for Affordable Housing development.
7. *Prepare and maintain technical and historic database for housing and Affordable Housing tracking system.
8. Assist with administration of grants as directed, including grant application preparation.
9. Attend public hearings and staff meetings.
10. May participate in the qualification of applicants for affordable housing.
11. Perform other related duties as required.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education and Experience</i>	Requires Bachelor's Degree and 7-10 years progressively responsible experience in related field. A comparable combination of education and experience will be considered
<i>Impact of Actions:</i>	Extensive knowledge of and experience in working with Monroe County's Comprehensive Plan and Land Development Regulations are required. Training and/or certification in Florida Housing Finance Corporation's Affordable Housing Catalyst Program is desirable.
<i>Complexity:</i>	Makes recommendations or decisions which affect operations, services, individuals, or activities of others within and outside of the assigned department and/or the community in a demonstrable way.
<i>Decision Making:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Communication with Others:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Managerial Skills:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the explanation and enforcement of regulations, policies and procedures.
<i>Working Conditions/Physical Effort:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>On Call Requirements:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
	None

APPROVALS		
<i>Department Head:</i>		
Name: <u>James R. Paros</u>	Signature: 	Date: <u>8/23/2006</u>
<i>Division Director:</i>		
Name: <u>James R. Paros</u>	Signature: 	Date: <u>8/23/2006</u>
<i>County Administrator:</i>		
Name: <u>Thomas J. Willi</u>	Signature: 	Date: <u>8/31/06</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____